

Communications Officer-Communication's Center

(Patrol Division-F.O.B.)

SALARY GRADE: 13 (probation) 14 (completed probation)

JOB SUMMARY: This position is responsible for the receiving of calls for assistance from the public and Columbia County Sheriff's Office (CCSO) personnel via the telephone and occasional walk-ins, and the subsequent dispatching of CCSO personnel to individual cases.

CHAIN COMMAND: This position answers to a Supervisor of Radio Operations (SRO).

CRITICAL RESPONSIBILITIES/DUTIES:

- Answers emergency and non-emergency telephone calls.
- Obtains complete and accurate information from callers concerning calls for service.
- Dispatches CCSO personnel to calls for service.
- Maintains radio contact with CCSO personnel.
- Uses the mapping system to locate specific areas in the county.
- Assists CCSO personnel in providing necessary information when requested, to include:
 - Tag checks
 - Warrant/wanted checks
 - License checks
- Enters information into computer systems.
- Performs other related duties as needed.
- GCIC entry and inquiry fields
- Performs multiple types of CAD entries.

KNOWLEDGE OR SPECIAL SKILLS REQUIRED FOR THIS POSITION:

- Knowledge of the geography and roads of the county.
- Knowledge of applicable radio codes.
- Knowledge of general police law enforcement procedures.
- Skills in oral and written communication.
- Skills public relations.
- Skills computer operation.
- Must be able to perform multi-tasks and complete in a timely manner.
- Ability to receive, decode and transmit information.
- Must be able to sit for 8-12 hours while performing duties.

MINIMUM QUALIFICATIONS:

- Holds current Georgia P.O.S.T. Communications Officer certification or is able to attain certification.
- Must be able to successfully pass any and all drug screenings.
- Must be GCIC certified or able to attain this certification.
- Must have high school diploma or equivalent.

Print Name

Employee Signature

Employee #

Date

"An Equal Opportunity Employer"